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Gray Davis
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MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: December 1, 2000

SUBJECT: SAFETY MEETING IDEAS -- DECEMBER 2000

Suggested issues to discuss during your next meeting are:

1. Ergonomic Assistance

The Department of Personnel Administration (DPA) has some helpful documents to assist you on how to improve your ergonomics at work. Visit their website at www.dpa.ca.gov/general/download.shtm. Scroll down to "benefits Publications" and there are three helpful downloads:

- Back Injury Prevention
- The Computer Users Guide (a printed copy can be request from me)
- Super Computer Users--Super Athletes

2. Know Your Routes

It's important to know where your emergency exits are. Remember, during a time of emergency you are not to use the elevators. Many of us have recently moved to a new office area so take a few minutes to decide your route and become familiar with your surroundings. Most of the facility safety information that is available on the IntraNet [Click on "Administrative Services", scroll down to click on "Safety", scroll down to "Facility Safety Information", and click on your building.] 1001 I Street Evacuation Map will be added as soon as it becomes available.

3. Holiday Safety Tips

The winter holidays are a dangerous time of the year to be on the road. Not only are weather conditions adding to the problem, but also holiday cheer contributes to many of the vehicle accidents. Each year, nearly 16,000 people are killed, more than 305,000 are injured and 1.5 million people are arrested because of drunk and drugged driving. Many organizations are coordinating efforts to declare December

15-17 as "National Holiday Lifesavers Weekend." On Friday, December 15 they are asking for us to drive with our vehicle headlights turned on during the day to remember those killed and injured by impaired drivers. Are you willing to participate?

Other holiday safety information is available on the attached page. It contains not only information on alcohol alternatives, it also provides tips on how to identify drunk drivers so that you can steer clear of them.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

Attachment

cc: Administrative Liaisons

Holidays and special events seem like natural opportunities to "break out the booze," even if you don't normally drink alcohol. If you don't buy alcoholic beverages yourself, they'll probably be offered to you frequently during holiday periods. Since driving or operating machinery while intoxicated can often lead to extremely dangerous if not fatal accidents, here are some safety facts to consider before you raise your glass.

Alternatives to Drinking Alcohol

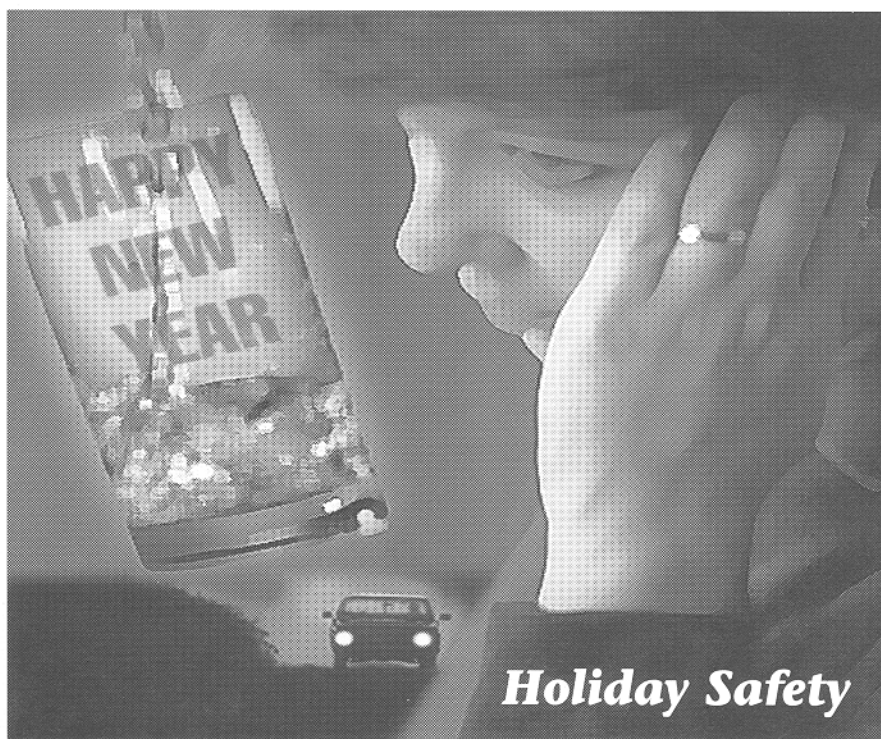
Don't make drinking the main focus of your holiday partying. If you're the host, provide plenty of tempting and nutritious nonalcoholic foods and drinks. Starchy foods, such as pizza, stuffed potatoes and cheese and crackers, and such drinks as juice, soda and nonalcoholic punch are ideal. If you're a guest, concentrate on consuming these goodies rather than alcohol. Set a limit on how much you will drink—and stick to it. Never force drinks on a guest or feel you have to drink alcohol to "get in the mood." Don't drink punch or egg nog without asking first if they are spiked with liquor. Drink the plain versions instead. As the host, close the bar at least an hour before the end of the party, even if you have to hide the liquor from guests who don't know their limit.

Driving Out of Control

One of the dangers of alcohol is that you may think you're in control of your driving, but you're not. If you're a habitual drinker, you may not feel drunk after a few drinks, but your blood alcohol level will show that you are. If friends tell you that you shouldn't drive, listen to them. You'll thank them when you've sobered up. Having as few as three or four drinks can double your chances of being in an accident. After seven or eight drinks, those odds increase 25 times.

Identifying Intoxicated Drivers

Even if you leave a party sober, you have to be especially cautious around holidays and other periods when parties proliferate, such as Super Bowl Sunday. It helps to be able to identify drunk drivers so that you can steer clear of them with room—and time—to spare. Here are some clues to help



Holiday Safety

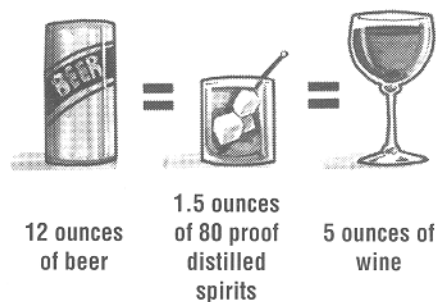
you identify someone who's driving under the influence of alcohol:

- weaving, swerving or driving with tires on the lane marker
- very slow or very fast speeds
- inconsistent signaling
- erratic braking or stopping without apparent cause
- nearly striking an object or vehicle
- driving with his or her head out the window or with the window down in cold weather
- driving into oncoming or crossing traffic
- driving in the dark with headlights off

Time Is the Only Cure

How soon after drinking is it safe to drive? The answer depends on how much you weigh, how much you've had to eat and how your body handles alcohol. On average, your body needs at least one hour for each drink you've had, to process and get rid of the alcohol. There's no other way to do it. Black coffee won't do it, and neither will a cold shower or other so-called remedies. Only time will make you sober enough to drive. Knowing this, plan ahead to take public transportation or a taxi or to have a sober friend or relative give you a ride to and from holiday festivities—or ask your host if you may stay overnight.

Alcohol



- ✓ The amount of alcohol is the same.
- ✓ The effect on the body is the same.
- ✓ Sobering up time is the same—at least one hour per drink.
- ✓ The penalty for drunk driving is the same—whether the drink is beer, wine or hard liquor.